

Questions & Answers 10 – Ref. No.: BSPM/09/CP/AG/24 for provision of Consultancy Services – DPS

18/02/2025

Question n. 1	If we apply for a specific number of disciplines by February 14th, would it still be possible to apply for additional disciplines after the date of the first assessment?
Answer n. 1	The ESM strongly recommends applying for all the relevant disciplines at the same time. The ESM assesses your Application and if you pass, we will sign a Framework Agreement (FA) with you. In case you would apply for some disciplines first, and you would pass, we would sign a FA only for these disciplines and you will only be eligible to participate in Mini-Competitions for these disciplines. Should you want to add further disciplines at a later stage, you would need to submit a new Application, which we would then assess and should you pass, the existing FA would need to be amended via the signature of an amendment agreement, which creates administrative efforts for you and the ESM and should be avoided if possible. In addition, for the sake of clarity, you will only be eligible to participate in Mini-Competitions for additional disciplines once such amendment agreement was signed.
Question n. 2	I've followed your instructions detailed in your answers to Q1 but I still have an issue: I select the disciplines and when I click on "start", a pop up message tells me "to continue, you must select at least 1 discipline". What can I do to solve this?
Answer n. 2	Please ensure that your Excel language is set to English. You can change it by following these steps: Go to File → Options → Language → Select English Once you have made this change, please try the process again.
Question n. 3	Could you kindly provide the complete content/requirements of Annex 1 as a reference material, rather than presenting it step by step as done in Excel? For instance, if we encounter an issue embedding PDFs in the second step, we are unable to proceed further and therefore do not have visibility into the subsequent requirements. Having the full content of Annex 1 would allow me to prepare all necessary documents in parallel more efficiently.
Answer n. 3	The complete list of required documents for submission is included in the main document, <i>DPS</i> , in the <i>Application Structure and Response Instructions</i> chapter, at paragraph 2.8, pages 8 and 9.

If you are encountering issues populating Annex 1, please contact us via the ESM procurement tool under the Communication tab and explain the issues.

You can still prepare your application: the eligibility criteria can be found in Annex 3 and the selection criteria in Annex 4.